

Retention and Classification Report

Agency: Utah County (Utah). County Recorder (1222)

Administration Building
100 East Center Street, #1300
Provo, UT 84606
373-5510

Records Officer

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AGENCY: Utah County (Utah). County Recorder

SERIES: 84186

4

TITLE: Abstracts records

DATES: undated

ARRANGEMENT: Numerical by book number, thereunder by page number

DESCRIPTION:

The county recorder creates abstracts that contain the history of property ownership by providing a true chain of title by geographical location. They contain the date and character of instrument, book and page number where instrument was recorded, entry number of instrument, and legal description.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in State Archives permanently with authority to weed.

AGENCY: Utah County (Utah). County Recorder

SERIES: 6028

3

TITLE: Apprenticeship index

DATES: undated

ARRANGEMENT:

DESCRIPTION:

RETENTION:

Retain Permanent. In ARchives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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Paper: Retain in State Archives permanently with authority to weed.

AGENCY: Utah County (Utah). County Recorder

SERIES: 84181

4

TITLE: Deeds

DATES: i 1851-

ARRANGEMENT: Numerical by book number, thereunder by page number

DESCRIPTION:

These are recorded copies of various types of deeds registered with the county recorder that show land ownership. Types of deeds may be sheriff, administratro, quit claim, guardian, probate, mayor, and trust deeds. Information recoded includes entry number; date of deed; names of grantor and grantee, legal description of property; consideration given for the property; signatures; and date recorded.

RETENTION:

Retain permanent

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 15, Item 6.

AUTHORIZED: 02/07/2003

FORMAT MANAGEMENT:

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Microfilm master: Retain in State Archives permanently with authority to weed.

Paper: Retain in Office permanently.

APPRAISAL:

AGENCY: Utah County (Utah). County Recorder

SERIES: 84181

TITLE: Deeds

(continued)

PRIMARY CLASSIFICATION:

Public

UCA 17-21-19 and 63G-2-301(1)(g) (2008)

AGENCY: Utah County (Utah). County Recorder

SERIES: 81507

3

TITLE: Official records

DATES: i 1926-

ARRANGEMENT: Numerical by entry number, thereunder chronological

DESCRIPTION:

These are copies of all official records recorded with the county recorder including deeds, mortgages, mining records, military discharges, etc. Upon payment of fees for the same, the recorder must record in the "Official record" book all papers, documents, records, and other writings required or permitted by law to be recorded. In some counties all recorded instruments are compiled together as part of the "Official records", while others compile each type of instrument separately (See Deed records, Mortgage records, Mining records, Water records, etc.)

RETENTION:

Retain permanent

DISPOSITION:

Retain in agency custody.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 15, Item 16.

AUTHORIZED: 04/02/2009

FORMAT MANAGEMENT:

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Paper: Retain in Office permanently.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

AGENCY: Utah County (Utah). County Recorder

SERIES: 81507

TITLE: Official records

(continued)

APPRAISAL:

Administrative Historical Legal

These are officially recorded public documents. There is a legal requirement for their perpetual maintenance. UCA 17-21-1.

PRIMARY CLASSIFICATION:

Public

AGENCY: Utah County (Utah). County Recorder

SERIES: 4870

3

TITLE: Plat maps

DATES: 1896-

ARRANGEMENT: Alphanumerical

DESCRIPTION:

These are plat maps showing property ownership and property lines for real estate within the county. The county recorder "shall prepare and keep present-ownership maps and plats drawn to a convenient scale, which shall at all times show the record owners of each tract of land in the county, together with a description of the tract" (UCA 17-21-21 (1995)).

RETENTION:

Retain until superseded

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 17, Item 8.

AUTHORIZED: 05/13/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until superseded and then destroy.

Microfiche master: Retain in Archives until superseded and then destroy.

APPRAISAL:

Historical

The plat map book provides a historical snapshot of land ownership in Utah County.

AGENCY: Utah County (Utah). County Recorder

SERIES: 4870

TITLE: Plat maps

(continued)

PRIMARY CLASSIFICATION:

Public

UCA 17-21-19 and 63G-2-301(1)(g) (2008)

AGENCY: Utah County (Utah). County Recorder

SERIES: 5032

3

TITLE: Plat maps Provo city

DATES: 1940-

ARRANGEMENT: Alphanumerical

DESCRIPTION:

Cartographic records which contain the officially designated record copy of maps created by an agency. These records document unique cartographic information about the state of Utah. They may include maps, charts, aerial photographs, globes, models, and raised relief maps these are a graphic representation of the earth's surface drawn to scale.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

AUTHORIZED: 07/21/2010

FORMAT MANAGEMENT:

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Paper: Retain in State Archives permanently with authority to weed.

APPRAISAL:

Historical

Maps document growth and development of the state. They have ongoing research value.

PRIMARY CLASSIFICATION:

Public

AGENCY: Utah County (Utah). County Recorder

SERIES: 6029

1

TITLE: Warrants of arrest index

DATES: 1960-

ARRANGEMENT: Alphanumerical

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

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